

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2631
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Agency Division/Unit		
DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT		Financing Programs
Item No.	Description	Retention
1.	<u>Replaces Schedule 2432, 2117, Schedule 2118 and 2457</u> <u>Credit File</u> Contains application(s), resolutions, approvals, legal documents, financial statements, brokerage and appraisal reports, Dun & Bradstreet reports, insurance certificates, credit write-up and analysis, credit file abstracts, commitment letters, brochures, bank letters, newspaper articles, non-financial articles and clippings, general correspondence and any other forms, letters or literature pertaining to a particular loan.	Retain active Credit File in office until loan has paid in full; then transfer to internal Paid file. Retain Paid file internally for three (3) years. After three (3) years, transfer to State Records Retention Facility where they are stored for eight (8) years and then destroyed.
2.	<u>Agreement Files</u> Contains grant agreements and any amendments or modifications, Partnership for Workforce Quality (PWQ) and Maryland Industrial Training Program (MITP) training agreements, correspondence about the company and financial records concerning their training agreements.	Retain in office until project is complete, all requirements have been fulfilled and for three (3) year thereafter or until Audit requirements are fulfilled, whichever occurs later), and then transfer to State Records Retention Facility for eight (8) years, and then destroy.
Schedule Approved by Department, Agency or Division Representative. Date: <u>3/28/13</u> Signature: <u>[Signature]</u> Typed Name: <u>D. Gregory Cole</u> Title: Program Director		Schedule Authorized by State Archivist Date: <u>5/17/2013</u> Signature: <u>[Signature]</u>

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Agency DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT		Division/Unit Financing Programs
Item No.	Description	Retention
3.	<u>Administrative Files</u> Includes personnel material, procurement (99A) forms, departmental policy and procedures and miscellaneous papers relating to the administration of the various Financing Programs.	Retain in office for three (3) years and/or until administrative value ceases, whichever occurs later, and then transfer to <i>Record Center</i> annually for (3) year and then destroy. Directives and other original material relating to planning and policy that illustrate the development of the unit, retain permanently for eventual transfer to State Archives.
4.	<u>Accounting and Budget Information</u> Budget and expense reports; Purchase order and requisitions. Accounting-FMIS reports and other internally generated reports.	Retain in office for three (3) years and/or until administrative value ceases, whichever occurs later and then destroy.
5.	<u>Legislation Files</u> Contains information received from the various County Economic Offices concerning Industrial Revenue bonds, which is used to determine new allocations. Files also include a master copy of material sent to a mass mailing list as a result of the Governor's Proclamation, issued in response to legislation.	Retain internally four (4) years and then transfer to State Archives and retain permanently.
6.	<u>Minutes of Loan Committees and Authority Meetings</u> Includes minutes of Authority and Loan Committee meetings, approval or decline information, problem loan information and any pertinent discussion during the various meetings.	Retain for two (2) years onsite then transfer to State Archives and retain permanently.
7.	<u>Bond Allocation Files</u> For tax exempt revenue bonds to be issued in Maryland, includes allocation tracking worksheet, allocation request letters, reservation letters and certificates signed by the Secretary, IRS tax forms 8038 and 8328, and related materials.	Retain in office for five (5) years, and then transfer to <i>Record Center</i> where files are stored for twenty-seven (27) years; and then destroyed.
8.	<u>Enterprise Zone Files</u> Description: Contains applications from local jurisdiction (Including maps, resolutions and narrative), notes and analysis from DBED staff in review of the application, memos to the Secretary regarding the status of the applications, designation letters from the Secretary approving the designation of the enterprise zone.	Retain active enterprise zone files on site (zones remain active for 10 years). Transfer enterprise zone files for zones that have expired to State Records Retention Facility for 10 years and then destroy file.

9.	<p>Base Realignment And Closure (BRAC) Zone Program Files</p> <p>Description: Contains applications from local jurisdictions (including maps, resolutions, and narrative), notes and analysis from DBED staff in review of the application, designation letters from the Secretary approving the designation.</p>	<p>Retain active BRAC Zone files on site (zones remain active for 10 years from the time the first property becomes a qualified property). Transfer BRAC Zone files for zones that have expired to State Records Retention Facility for 10 years and then destroy file.</p>
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